



## ARTS AND CULTURE COMMISSION

Rita Baum      Maureen Cappon-Javey  
Amy Fasnacht    Laura Peak-Theuringer  
Dawn Rose      Thomas Spilsbury  
David Stonesifer

### TOWN OF LOS GATOS ARTS AND CULTURE COMMISSION AGENDA

**WEDNESDAY, February 24, 2016, 4:00 P.M.**

**Los Gatos Library  
100 Villa Avenue  
Los Gatos, California**

#### **PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the Verbal Communications period. The time allocated to speakers may change to better facilitate the Arts and Culture Commission meeting.

The purpose of the Arts and Culture Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Arts and Culture Commission meetings includes, but is not limited to:

- Addressing the Arts and Culture Commission without first being recognized;
- Interrupting speakers, Arts and Culture Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Arts and Culture Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Arts and Culture Commission meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 100 Villa Avenue and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Los Gatos Library.

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6832. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]**

ARTS AND CULTURE COMMISSION AGENDA

February 24, 2016

1. **ROLL CALL** 4:00 - 4:02 p.m.
2. **COMMUNICATIONS** 4:02 - 4:08 p.m.  
Verbal (Three minute time limit per speaker for subjects not agendaized)  
  
Written
3. **APPROVAL OF MINUTES** 4:08 - 4:10 p.m.  
3.1 January 20, 2016 (Attachment 1)
4. **STAFF UPDATES** 4:20 - 4:25 p.m.  
4.1 Veterans Memorial Stakeholder Committee  
4.2 Catwalk Update  
4.3 March 16, 2016 Community Grant Public Hearing
5. **COMMITTEE UPDATES** 4:25 - 4:30 p.m.  
5.1 Forbes Mill Footbridge Committee  
5.2 Grant Evaluation Committee
6. **ART PLAN STRATEGIC PLANNING PROCESS** 4:30 - 5:25 p.m.  
6.1 Art Programming  
6.2 Financing
7. **NEXT STEPS** 5:25 - 5:30 p.m.
8. **ADJOURNMENT** 5:30 p.m.  
Adjourn to March 16, 2016

**ATTACHMENTS:**

1. January 20, 2016 Meeting Minutes
2. Basic Ground Rules of Conduct

ATTENDANCE: Please contact the Town Manager's Office at (408) 354-6834 if you are unable to attend. The Town Attendance Resolution states that any commissioner who is absent from three regular meetings held in a consecutive twelve month period, shall surrender his or her office on the Commission.



**ARTS AND CULTURE COMMISSION**  
Brian Bernasconi      Maureen Cappon-Javey  
Linda Daane            Laura Peak-Theuringer  
Dawn Rose              Thomas Spilsbury  
David Stonesifer        Colleen Wilcox

***DRAFT***

**TOWN OF LOS GATOS  
ARTS AND CULTURE COMMISSION  
MINUTES**

**WEDNESDAY, January 20, 2016, 4:00 P.M.**

**Los Gatos Library  
100 Villa Avenue  
Los Gatos, CA 95030**

**1. ROLL CALL**

Members Present:      Baum, Cappon-Javey, Fasnacht, Peak-Theuringer, Rose, Spilsbury,  
and Stonesifer

Members Absent:      None

Also Present:            Christina Gilmore, Staff

- New Commissioners Baum and Fasnacht introduced themselves to the Commission.

**2. COMMUNICATIONS**

**Verbal** (Three minute time limit per speaker for subjects not agendized)

- Ms. Gilmore distributed photographs of the completed Utility Box art project.

**Written**

- None

**3. APPROVAL OF MINUTES**

3.1      December 16, 2015

**MOTION:**      **Motion by Commissioner Peak-Theuringer** to approve the minutes of December 16, 2015. **Seconded by Commissioner Spilsbury.**

**VOTE:**            **Motion was passed unanimously 5-0-0.**

#### 4. STAFF UPDATES

##### 4.1 FY 2016-17 Community Grant Process and Timeline

- Ms. Gilmore provided the Commission with an overview of the timeline for the FY 2016-17 Community Grant Process. Ms. Gilmore requested the Commission nominate an evaluation committee to review the arts grants and to make funding recommendations to the ACC.
- Commissioners Baum, Cappon-Javey and Spilsbury volunteered to participate on the grant evaluation committee.

##### 4.2 Veterans Memorial Stakeholder Committee

- Ms. Gilmore presented a request from the Veterans Foundation of Los Gatos to nominate an ACC liaison to participate on the Community Stakeholder Committee for the Veterans Memorial.

**MOTION:** Motion by **Commissioner Rose** to nominate Commissioner Stonesifer as the primary ACC liaison and Commissioner Spilsbury as the ACC alternate to participate on the Veterans Memorial Stakeholder Committee.  
**Seconded by Commissioner Spilsbury.**

**VOTE:** Motion was passed unanimously 5-0-0.

#### 5. ART PLAN STRATEGIC PLANNING PROCESS

##### 5.1 Summary of Town Council Action from January 19, 2016

- Commissioner Rose provided an update of the ACC report to the Town Council on January 19. The Town Council approved the recommendations submitted by the Commission for the continued development of the five goal areas to be contained within the Art Plan.
- The Commission nominated Commissioners Baum, Fasnacht, and Spilsbury to the Forbes Mill Footbridge Committee. The committee will schedule a time to meet to review the project, validate the current program goals and to make recommendations to the Commission for improving the program or advancing the timeline for future completion of all the remaining panels on the bridge.

##### 5.2 Develop specific objectives for five goal areas

- The Commission identified children's art, literacy and financing as potential projects and/or programs to explore in the development of the goal areas.

**6. NEXT STEPS**

- The Commission unanimously agreed to extend the next regular meeting to 5:30 p.m.
- The Commission agreed to discuss art programming and financing ideas at the next Commission meeting.

**7. ADJOURNMENT**

7.1 Adjourn to February 17, 2016. The meeting will be held from 4:00 p.m.-5:30 p.m.

## **BASIC GROUND RULES OF CONDUCT**

1. Listen to each other
2. No side conversations
3. Focus on issues, not personalities
4. Be specific and use examples
5. Short, to the point, statements-- no verbal rambling
6. Keep to the point of discussion
7. No interruptions, give others a change to talk
8. Okay to disagree – constructively
9. Participate fully
10. Seek first to understand, then to be understood
11. Don't dwell on the past, the "good old days" (or bad)
12. Keep a positive attitude

## **BRAINSTORMING**

1. Generate as many ideas as possible in a short amount of time
2. Think creatively
3. Build on another's ideas
4. Don't criticize another's ideas

## **PROBLEM SOLVING STEPS**

1. Gather different viewpoints about the problem
2. Get agreement on the real problem
3. Analyze the problem (root causes)
4. Generate a list of possible solutions
5. Assess the solutions – costs/benefits analysis
6. Select the best solution
7. Identify who, how, and when the solution(s) will be implemented
8. Identify who, how, and when the solution(s) will be evaluated

“Today’s problems are yesterday’s solutions.”  
Albert Einstein

## **REACHING CONSENSUS**

1. Listen to other’s ideas as an ally
2. Be open-minded about other’s ideas
3. Strive for ideas that work for the whole group
4. Support ideas that you can live with
5. Commit to the idea agreed upon by the whole group